

International Student Info

Location

TCYorktown is located in Virginia's historic triangle made up of the communities of Jamestown, Williamsburg, and Yorktown. It is approximately 180 miles south of Washington, DC and 30 miles north of Norfolk, VA.

Arrival Information

There are two airports which serve the southeastern Virginia area. The closest, and the preferred airport to the Training Center, is the Newport News/Williamsburg Airport (PHF) located approximately 12 miles from TCYorktown. The alternate airport, Norfolk International (ORF), is located approximately 35 miles from the base.

Newport News/Williamsburg Airport

We recommend arrival at the Newport News/Williamsburg Airport because of its convenient location to TCYorktown. If you arrive during duty hours (0800-1600), and we have advanced notification of your arrival, we will make every effort to pick you up. If for reasons beyond our control we are unable to meet you, please take an airport taxi (approximately \$20.00) to TCYorktown. Taxis are located at the front entrance of the airport. The taxi drivers are familiar with the base and location of the different barracks (Enlisted members E-6 and below will go to Lafayette Hall and Officers/CHIEFS-E7/Civilians to Cain hall).

If you arrive after duty hours and we receive an arrival message requesting that you be met at the airport, the duty driver or Coast Guard representative will be sent to the airport to meet you. Should your flight be delayed or changed, it is strongly recommended that you contact the (IMSO) at (757)

856-2458/2696 or, after 1700 Eastern Standard Time, the Officer of the Day (OOD) at (757) 856-2354. Please advise the OOD of your new travel itinerary and arrival time.

Norfolk International Airport

Students arriving at the Norfolk International Airport will be met if advance arrival information is received. If your flight has been delayed or changed, contact the International Military

Student Office (IMSO) at (757) 856-2458/2696 or, after 1700 Eastern Standard Time, the Officer of the Day (OOD) at (757)856-2354. Please advise the OOD of your new travel itinerary and arrival time. If we are unable to meet you at the airport you should take the Carey VIP Transportation (877-422-1105) directly to the base. The shuttle service is located on the first floor of the airport in the ground transportation area. The cost is approximately \$42.00. Taxis are approx. \$75. Please get a receipt so that we can reimburse you if it is authorized to do so.

In processing

Your reporting date to TCYorktown is normally the Wednesday/Friday before the start of a Monday class. In processing with the TCYorktown IMSO takes place on Thursday

in Hamilton Hall, Room 203. If you arrive on a day other than Wednesday/Friday or after duty hours, report to the IMSO office at 1000 the day after arrival. Students arriving over the weekend should first report to the appropriate BEQ/BOQ for their room assignment. All classes start on Monday at 0730-0800; report to the IMSO office during your scheduled lunch period.

International Resident Training Branch

The IMSO is located in Hamilton Hall, Room 203, and provides all support to the international student community.

IMSO Office Numbers Phone: (757) 856-2458

IMSO office fax number is (757) 856-2316

In case of an emergency after hours contact- Security Office/Officer of the Day (757) 856-2314 /2354

Accommodations and Dining

Berthing/Lodging

Enlisted Members. Upon arrival, enlisted members E-6 and below will check in at Lafayette Hall. Senior enlisted members (E-7 and above), officers and civilians will check in at Cain Hall. Berthing in Lafayette Hall accommodates three or four persons to a room. Berthing in Cain Hall is two to a room.

Guests. Overnight guests, including family members, are not permitted in any of the berthing facilities unless specifically authorized on the ITO or prior arrangements have been made.

Berthing Costs. Students training at TCYorktown in most cases do not pay for berthing. However, On the Job Training (OJT) or officer follow-on training at other U.S. Government installations may involve payment to stay at the Bachelor Officers Quarters (BOQ)/Bachelor Enlisted Quarters (BEQ).

Coast Guard Dining Facilities

not pay for meals. Officers and civilians are required to pay for all meals. Enlisted members will be given a meal card on the first day after arrival by the IMSO. Prior to receiving your meal card, you may show your travel order (ITO) to the CGDF cashier and sign in on the appropriate sheet. The cashier will assist you with sign-in and dining facility procedures.

International students who are required to pay for meals in accordance with their ITO and will sign in and pay at the current SEPRAT rate as follows: breakfast \$1.80, lunch and dinner \$3.55 each.

CG Dining Facility operating hours are: Monday through Friday, breakfast 0630-0730; lunch 1100-1230; dinner 1630-1800. Weekends and U.S. holidays, breakfast 0700-0900; lunch 1100-1230; and dinner 1630-1800.

The Subway Sandwich Shop is located in the TCYorktown exchange complex offering

such foods as sandwiches and other short order items. The hours of operation are: Monday through Friday 0630-2000, Saturday 0900-1800, and Sunday 0900-2000.

The Port of York (Senior Enlisted/Officers Mess) hours of operation are: Monday through Friday 0700-0800 for buffet style breakfast at a cost of \$3.50 dollars. 1115-1245 for a buffet style lunch at a cost of \$6.50; and 1730-2000 for dinner ordered from the menu. On Sunday only, brunch is served from 1000-1400 at a cost of \$10.00. On Saturday and U.S. holidays, the Port of York is closed and meals can be taken at the CGDF or Subway Sandwich Shop.

Local restaurants. There are a number of restaurants in the local community. It is customary in the U.S. to leave 15% tip on your total meal amount for the table server who serves your table.

Living Allowance Payments

The living allowance is intended to defray costs of meals and personal necessity items while in training. It is not a salary. A living allowance is intended as a supplement to what you receive from your government. In some instances, the authorized living allowance will not by itself be sufficient to defray all costs.

For those who are authorized to receive living allowance payments in the U.S., the living allowance rate at TCYorktown for enlisted members is \$11.00 per day and officers \$19.90 per day. Both rates are based on quarters and mess facilities being available at TCYorktown. Regulations governing living allowances are released annually by the Department of Defense.

Please note the following important points concerning living allowance payments:

- Living allowance payments are made within 5 business days upon arrival notwithstanding logistical delays at the pay office. Please review your ITO (para 12 b) which states: "The IMS will depart country with sufficient U.S. funds to meet all expenses while in transit and for the first 30 days to offset any expenses. When a payment is due to you, check in with the IMSO in Hamilton Hall RM 203. The IMSO will then give you a time to pick up your check and direct you to Comptroller's office, 2nd deck Thayer Hall. You will need to speak with Mr. John Crisano x2415. Please present your I.D. card or ITO when picking up your TLA payment.
- Living allowance payments at TCYorktown may differ from living allowance payments at other U.S. installations depending on whether both quarters and mess are or are not available at that location.
- Officer follow-on training may be at an installation where there is a cost per day for a room at the BOQ.
- Advance living allowance payments are made at TCYorktown prior to departure to an on-the-job site (OJT).

Post Office

Your mailing address during your stay at TCYorktown is: US COAST GUARD/CLASS NAME/NUMBER, STUDENT NAME, PO BOX 6599 YORKTOWN VA 23690-5000

Exchange

The exchange is located in the exchange/snack bar complex known as Korean Hall. If you are in civilian clothes, please show your I.D. card to the cashier when you purchase an item. If you do not have a Military ID card, a copy of your ITO will do until you receive your military ID card. If you are in uniform, please show your ID card to the cashier when you purchase an item. Civilian students will be provided with an authorization letter to use the facilities by the IMSO officer.

Medical Clinic

The Craik Medical Clinic is located in Craik Hall. Sick call hours for medical and dental are: 0700-0730. For emergencies, report anytime. There is a bell outside the clinic door closest to Hamilton Hall for use after normal working hours or weekends. ***Be sure to bring a copy of your ITO and medical file, if you have one.*** The examining doctor or medical technician will issue a status profile paper stating whether or not you are fit for duty. Please return to class if you are able and turn in your status profile paper to the IMSO at the earliest opportunity. You are required to notify the IMSO and class advisor if you have been given time off due to your medical condition.

Morale, Welfare, and Recreation (MWR) Facility

The MWR facility offers extensive recreational opportunities. The full service gymnasium offers swimming, nautilus weight training, basketball, racquetball, free weight room and cardio room. There are also a number of physical fitness programs and activities conducted in the gym. Most of these activities are free of charge or require a nominal fee. During the spring and summer season, free tickets are raffled each week to Busch Gardens (amusement park), Water Country and baseball games. A variety of discount tickets to various events are also available. Outdoor recreation has sports, camping, fishing and other recreation equipment for rent.

Telephone Use

Personal calls. In order to make personal telephone calls (either international or local) you may use any of the public coin telephones located in all the barracks and the hallway near the dry cleaners in the exchange complex. Please note that international calling is expensive. The preferred way of calling is to purchase a pre-paid calling card, available from the IMSO office in 5 and 10 dollar denominations.

Official calls. U.S. government phones are for official use only.

Banking/Financial Matters

Langley Federal Credit Union located on TCYorktown will open a bank account if the student is in training 10 weeks or longer. The Credit Union is located in Korean Hall next to the Subway Sandwich Shop. The business hours are Monday-Friday 0900-1330 and 1400-1630. It is a full service bank with an ATM machine available for cash withdrawals. It is not recommended that you carry large sums of cash. Large sums should be converted to traveler's checks or deposited into a bank account.

It is recommended that foreign currency be exchanged before arriving at TCYorktown.

Uniforms

International students are requested to adhere to the strictest standards of their own service on grooming and uniform wear. You are required to wear your uniform during normal duty hours. The uniform is also worn to all military appointments. Your military cap or hat is part of your uniform and must be worn at all times when you are outside a building. Head covers must be removed when indoors.

Remember that you are representing *your* service and country.

In order to adhere to standards, it is important that you bring with you a sufficient number of uniforms. Your military work uniforms will also be needed if you are participating in any of the technical courses (for example, Machinery Technician, Damage Controlman, Electrician's Mate, etc.). In addition, the Machinery Technician and Damage Controlman courses require that students wear steel toed safety shoes. These shoes can be purchased at the TCYorktown Clothing Locker (uniform store) which is located in the exchange for approx. \$55-65\$ USD.

As for winter uniform and civilian clothing, you should be aware that temperatures in the winter drop to below freezing. Virginia is sometimes known for its wide range of temperatures. Summer heat and humidity can be overwhelming, while winter months can be extremely cold at times. The CG clothing locker located in the exchange has seasonal uniform items for sale if needed.

Local Transportation

Public transportation. There is no public transportation servicing the base. However, commercial taxis are available if needed. At TCYorktown a "liberty van" makes runs to the shopping malls and in the summer to local entertainment parks. The liberty van is provided at no cost. The schedule is posted on the bulletin boards near the front desk in each of the barracks.

Rental cars. If you are licensed and authorized (on the ITO) to drive a motor vehicle and desire to rent a vehicle, you can rent one from the Newport News/Williamsburg Airport or from any one of the local car rental companies in the area.

Driver's license. If you do not have a U.S. driver's license, you will need to have an international driver's license. A major credit card (MasterCard, Visa, EuroCard, etc.) is also required to rent a car in Virginia.

Travel

Personal travel planning. Personal travel is the students responsibility and needs to be done on their time or the Internet.

Official travel. Official travel arrangements to follow-on training sites or to home country for students whose travel is not handled by their government are arranged through the Navy's centralized-ticketing office in Pensacola, Florida and the SATO Travel office located on the base. The IMET program regulations require travel

arrangements be made by the most cost-effective and direct route. This means that we may not be able to comply with special routing requests or requests that accommodate personal leave plans.

It is recommended that if you are taking authorized personal leave following the training program, you make the changes to the ticket given to you directly with the airlines concerned.

Final travel and living allowance payments should be picked up at the pay office prior to your departure from TCYorktown. All transit Visas are the responsibility of the student.

Course Material/Baggage Allowances

Course material. Fifty pounds of retainable instructional material (RIM) per course is authorized to be shipped to the sponsoring Security Assistance Office on your travel order. You will get a shipping box from the IMSO office. The box containing the books should be brought to the IMSO office located in Hamilton Hall, Room 203. The box will be left unpacked and no markings shall be put on the box. Each box *must* contain a copy of the ITO. The IMSO will address the box and ensure that the contents are authorized for shipping.

Excess baggage. You should be aware that if you are authorized excess baggage, you will lose the excess baggage authorization when you deviate from the itinerary issued by the Navy's scheduled centralized ticketing office. For example, when travel is discontinued, were you to stop in London or Paris on leave, in rechecking your luggage, allowable baggage weights on European carriers in many cases differ from those on U.S. carriers. Some particular points to remember include:

- For travel coordinated by the Navy's Centralized Ticketing Office, you are allowed two baggage pieces not to exceed 50 pounds and one carry-on piece that must fit under the seat.
- If you are in training for less than 12 weeks, you are not authorized any additional luggage.
- If you are in training for 12-23 weeks you are authorized 1 additional baggage pieces for a total of 3 pieces and one carry-on.
- If you are in training for 24-35 weeks and over, you are authorized 2 additional baggage pieces for a total of 4 pieces and one carry-on.
- Students are reminded that the airlines have strict baggage size and weight standards. Students should check well in advance that their luggage meets airline standards to ensure that the bags do not exceed those limitations.

Good Order and Discipline

Please note the following rules and regulations. You should check with the IMSO if you have any questions regarding them during your arrival in processing.

Berthing Areas

- Visitors are not permitted overnight in any barracks.
- Open flame and electrical cooking is not permitted in any of the rooms. However,

Cain and Lafayette Halls each have a microwave oven on the first floor.

- One six-pack of beer per person is allowed in Cain Hall.
- Occasional inspections of rooms in Cain Hall are held to check safety and health conditions. In Lafayette and Steuben Halls, inspections occur weekly.
- Maid service is available in Cain Hall only. Students are requested to pick up after themselves in order for the cleaning staff to clean. The cleaning staff does not touch personal belongings left on the floor or beds.
- All wall lockers must be secured (locked) for safety purposes.

Drinking

Excessive drinking or drunkenness is generally frowned upon as it can lead to inappropriate behavior. Drinking and driving a motor vehicle is not tolerated in the United States and can bring severe penalties.

Smoking

IT IS PROHIBITED TO SMOKE IN ANY GOVERNMENT BUILDING Smoking is allowed outside buildings in designated areas as indicated by an outside ashtray.

Saluting

The basic rule on saluting is that all enlisted members and officers of lesser grade are required to salute any officer of a higher grade. The senior officer will return the salute. Saluting is not required indoors.

Mandatory Class Attendance

Students are required to attend and remain in class except for authorized break periods. Should you need to leave the class, approval is required from the instructor or class advisor/administrator.

Disenrollment

The following are examples of, but are not limited to, incidents that can result in course disenrollment:

- Shoplifting
- Cheating on tests
- Excessive drinking
- Unexcused absenteeism

- Fighting

Security

Personal belongings must be secured in the lockers in your room.

I.D. checks may occur at the TCYorktown entrance gate. If you do not have an I.D. card, please carry a copy of your travel order at all times.

Student ITO Schedules

Student training schedules are coordinated by U.S. Coast Guard Headquarters' International Affairs Office, U.S. Embassy and host country. The IMISO at TCYorktown does not have the authority to change schedules. Amendments to schedules are directed by U.S. Coast Guard Headquarters.

OJT site confirmation is made by the IMISO who will provide all logistics and briefings arrangements.

Local Attractions

Jamestown

The Jamestown Settlement is adjacent to the original Jamestown site of the first permanent English settlement in the new world. The Settlement features reproductions of three ships that carried colonists from England to Virginia and a reconstructed fort.

Combination tickets for Yorktown Victory Center-Jamestown Settlement are sold by the Morale, Welfare and Recreation (MWR) Facility for 14.50 per person. Also of interest is Jamestown Island featuring a colonial glass factory. A nominal fee per car is charged at the entrance.

Williamsburg

Colonial Williamsburg was the Capital of Colonial Virginia. The basic admission price is \$29.00 per person, with special Patriot's Passes available at the MWR Office at a military discount rate. The Patriot's Pass provides the visitor with access to such buildings as the Governor's Palace and the Capitol Building within Colonial Williamsburg.

Yorktown

Yorktown, where the last major battle of the U.S. Revolutionary War was fought in 1781, features a number of special attractions. They include the Yorktown Battlefield and Visitors Center and the Watermen's Museum (both small admission fees) which displays exhibits honoring Chesapeake Bay fishermen and their traditions.

Fort Monroe

This Army Base includes the Casemate Museum, exchange, small commissary and several scenic overlooks of Hampton Roads.

Norfolk and Virginia Beach

The Norfolk Naval Base in Norfolk, Virginia is the world's largest naval base. Here you will find a sizeable exchange, commissary, athletic facilities, and clubs.

Waterside Park in downtown Norfolk includes the home of the Tidewater Tides (baseball team), shops, restaurants and a park. It is also the site of the Nauticus Naval Museum which has as its showcase the USS Wisconsin Battleship

Virginia Beach features a superb beach and boardwalk. It is a large resort community with many tourist-related activities, clubs and restaurants.

Areas Of Emphasis

Here's a quick recap of the material contained in this area:

- Arrival. The preferred airport for arrival to Yorktown is the Newport

News/Williamsburg Airport (formerly known as Patrick Henry Field or PHF).

- **International Travel Order (ITO).** Please review your ITO to ensure that you understand your training schedule and entitlements.
- **Living Allowance at TCYorktown.** For those who are authorized living allowance payments in the U.S., the living allowance rate for officers is \$19.95 per day; for enlisted members, it is \$11.65 per day. Enlisted members do not pay for meals.
- **Berthing.** Senior enlisted and officer berthing is two to a room in Cain Hall. Enlisted members berthing in Lafayette Hall is two or three persons to a room. Overnight guests (including dependents) are not permitted in any of the berthing facilities unless previously arranged.
- **Dependents.** We do not recommend that students assigned to TCYorktown for training be accompanied by dependents for the following reasons:
 1. No on-base accommodations.
 2. Student training schedules require class attendance from approximately 0800 to 1600 each day and homework assignments
 3. Limited and costly availability of short-term housing (month to month leasing). A furnished apartment may cost upwards of \$1,000 per month. Hotels cost upwards of \$70.00 per night.
 4. Limited public transportation. A vehicle is needed to reach malls, shops, the airport, and to travel to and from the base if living off base.
 5. No nearby "downtown" area.
- **Financial matters.** Large sums of cash should be converted to travelers checks. Foreign currency should be exchanged prior to arrival in the local area.
- **Rental of motor vehicles.** If you are authorized (on the ITO) to drive, you should bring your national license, international drivers license, and a credit card prior to arrival. Rental car agencies require a credit card.
- **Telephone use.** The IMSO will assist you in acquiring a pre-paid telephone card in order for you to make telephone calls. However, a telephone credit card from any of the major phone companies will be useful if you own such a card or can obtain one prior to arrival.
- **Baggage Allowances.** You should be aware of your entitlements in this area which are also noted on your ITO.
- **Leave.** Leave following the U.S. training program must be authorized in your ITO prior to your departure. The IMSO does not have the authority to approve leave following training.

Directions

This page includes directions and key information that should be useful for first time travelers planning a trip to Training Center Yorktown, Virginia. It includes specific directions you'll need to get to the base (including links to maps) and information about commercial transportation. TIP: You may want to print out this page and keep it with you.

Arriving by car from points north

Directions are provided for primary routes for people coming from the vicinity of Washington, Richmond, Norfolk, and other major points. The major roads/routes

described in the directions are displayed in the appropriate maps section.

Coming from Washington or Richmond via I-64

I-64 is typically the fastest way to travel from Richmond to the Yorktown area. Most travelers driving from Washington (or other points north) drive south from the Washington DC area on I-95 South to I-295 South (bypasses Richmond) to I-64 East. Route steps once you are on I-64 East are:

1. Take I-64 to Fort Eustis Blvd - Yorktown Exit (Exit 250-B).
2. Proceed 3 and 3/4 miles on Fort Eustis Blvd to traffic light. Turn left on to Route 17 North (George Washington Memorial Highway).
3. Proceed about 3/4 of a mile to second traffic light and turn right onto Cook Rd.
4. Proceed approximately 2 and a 1/2 miles to the "STOP" sign and turn right on to Route 238 East.
5. Follow Route 238 for approximately 1 and a 1/4 miles to the TRACEN gate.

Coming from points north via Route 17

Travelers arriving from the north via Route 17 can use the following directions:

1. Follow Route 17 South across the Coleman Memorial Bridge.
2. Proceed approximately 1/4 mile past the bridge and turn left on Route 238 East.
3. Follow Route 238 for approximately 2 miles to the TRACEN gate.

Most travelers will cross over to the Peninsula via the James River Bridge (Route 17 North), the Monitor-Merrimac Memorial Bridge Tunnel (I-664), or the Hampton Roads Bridge Tunnel (I-64 West). The major roads/routes described in the directions are displayed in the appropriate maps section. Directions to TRACEN Yorktown via these areas are:

From the James River Bridge (Route 17 North)

1. Route 17 North turns left about 3/4 miles after crossing the James River Bridge and becomes Jefferson Ave/Route 143.
2. Follow Jefferson Ave (Route 17 North) for approximately 4 miles and turn right on to J. Clyde Morris Blvd.
3. Follow J. Clyde Morris Blvd (Route 17 North) for approximately 10 miles (it will become the George Washington Memorial Highway when you cross into York County) until you reach Cook Road.
4. Turn right onto Cook Rd.
5. Proceed approximately 2 and a 1/2 miles to the "STOP" sign and turn right on to Route 238 East.
6. Follow Route 238 for approximately 1 and a 1/4 miles to the TRACEN gate.

Coming from points south via I-64 or I-664

1. *From I-664.* Cross over on to the Peninsula via I-664 and continue until you reach I-64 in Hampton. and continue with directions as noted below.
2. *From I-64.* Follow I-64 (west) toward Yorktown/Williamsburg.
3. Take I-64 to Fort Eustis Blvd - Yorktown Exit (Exit 250-B). At the bottom of the ramp, turn left, then right onto Fort Eustis Blvd.

4. Proceed 3 and 3/4 miles on Fort Eustis Blvd to traffic light. Turn left on to Route 17 North (George Washington Memorial Highway).
5. Proceed about 3/4 of a mile to second traffic light and turn right onto Cook Rd.
6. Proceed approximately 2 and a 1/2 miles to the "STOP" sign and turn right on to Route 238 East.
7. Follow Route 238 for approximately 1 and a 1/4 miles to the TRACEN gate.

Arriving by Commercial Modes.

Several modes of commercial transportation are available for travel to TRACEN Yorktown including bus, taxi/limo, rail, and air. You can locate the places discussed in this section in the maps area.

Bus

The nearest Greyhound Bus Terminal is located at Fort Eustis; 10 miles from TRACEN Yorktown. There is no commercial (local or long-haul) bus service directly to the base.

Taxi/Limo

Fares vary widely from local/regional bus, rail, and airport terminals. Some typical local/regional fares are provided in the following table. Costs are subject to change on short notice.

Arrival Point Mode Approx.

Cost Availability

Newport News/ Limousine \$15.00 Shortly after flight

Williamsburg Airport Taxi \$20.00 Upon demand

Carey VIP Shuttle \$42.00 On the hour and half hour
Transportation

Airport Taxi \$75.00 Upon demand

Richmond Airport Limousine \$128.00

Arrange prior to arrival

w/Groome Trans. Service (800)
552-7911

Williamsburg Train

Station Taxi \$20.00 Upon demand

Fort Eustis Greyhound

Terminal Taxi \$10.00 Upon demand

Railroad

AMTRAK provides daily service from all major cities in the U.S. to: Newport News, Lee Hall, and Williamsburg. Lee Hall is the nearest of the three (about 8 miles).

Air

Three airports service the southeastern Virginia Area. They are listed in the following table by preferred order of use, descending from most desirable to least.

**Airport Location Distance From
TRACEN (miles)**

Newport News/ Williamsburg Newport News, VA 12

Norfolk Inter. Norfolk, VA 35

Richmond Richmond, VA 50